



Staff Report

ANNUAL REVIEW OF COUNCIL PRIORITY CALENDAR: STEP ONE – DISCUSSION AND DIRECTION ON PROJECTS

Honorable Mayor and Council Members:

Summary and Vision information

The City has adopted a Vision Statement developed by members of the community that describes the distinctive community character and provides a road map for setting City policy. The Vision statement includes the following beliefs:

- Belmont prides itself on being unique
- Its small-town ambience sets it apart as a tranquil, safe and desirable place to live
- We get involved in town matters because we care about living here
- We connect with each other in all kinds of gathering places
- Our strong sense of community and enjoyment of the town's assets and activities deepen as we become better informed and connected

With the Vision Statement in mind, the City Council establishes priorities through the Priority Calendar setting process. This annual process reviews and prioritizes current and proposed Council study items. Study items are one-time projects that:

- Require significant staff time and
- Generally are placed on the Council agenda for action.

At the Council workshop on Saturday, January 30, 2010, Council shared concern about staff's ability to take on new projects, and directed staff to slow down on priority calendar items. Because of the current budget situation and resulting resource limitations, staff also recommends that we scrutinize any additions to the Priority Calendar and carefully review existing current/active projects to reconfirm their importance. This staff report will give Council a status update on current/active projects, new projects, suspended projects and below the line projects in each Department.

Background

The criteria used for establishing priority calendar projects include:

- Require at least 40 hours of staff time
- Are one-time in nature
- Have been directed by Council, City Manager or a Commission through specific action, including the budget
- Do not reflect the routine provision of City services
- Are mandates imposed by the state or federal government, or other funding agencies

- Are major capital improvements

To ensure the process captures all issues, a “below the line” (BTL) category of projects was created. These are items that are not expected to be started within the next year. These items are not acted on, but are kept on the master list for the next annual review by Council. In 2010 a “Suspended” category was created. These are projects that are to remain on the “Active/Current” list, but are “Suspended” due to lack of staff and resources.

This annual Priority Calendar ranking goes hand-in-hand with the City Budget process. City Commissions also provide Council with their input and ranking.

2010 History

The 2010 Priority Calendar staff report gave Council a status update on current/active projects, new projects and below the line projects, and also addressed the issue of ‘capacity’ in each Department. During Step I in 2010, ten projects were put into a “Suspended” category, to work on at a later time.

These “Suspended” projects will be ranked (along with BTL and New Projects) during Step II of the 2011 Priority Calendar process on February 22, 2011.

The ten projects that were recommended as “Suspended” from the 2010 ranking process are:

- CD – Harbor Industrial Area Annexation
- CD – Historic Preservation
- CD – Lot Coverage/Hardscape Limits
- CD – Refinement of San Juan Hills and Western Area Floor Area Transfer Policies
- CD – Revision of Zoning Ordinance Definitions
- CD – Solar Access Ordinance
- Finance – Community Artway/Landmark Signage and Landscaping Project – City Edges
- P&R – Paper Trails (item moved from DPW to Parks and Recreation)
- P&R – Parks and Open Space Master Plan Update
- PW – Creek Restoration
- PW – Ralston Avenue Street Lighting

2011 Process

Developing the Priority Calendar is a three-step process for the City Council:

First Meeting (February 8, 2011)

- Staff reports on Priority Calendar accomplishments of the past year.
- Staff presents list of current, below-the-line, suspended and new projects that have been proposed to date (with draft Project Description Forms).
- Public input is solicited.
- Council reviews and seeks clarification on the issues.
- Council reviews, discusses and seeks clarification on the items to be ranked.
- A vote is taken to remove or modify any project on the list.
- A vote is taken to accept or reject the staff recommendations on page 5.

Second meeting (February 22, 2011)

- New PDF's are presented (if any).
- Council is asked if they have any additional discussion on any projects.
- A vote is taken to remove or modify any project on the list.
- Council will then rank all the remaining “suspended,” BTL and new projects, by department.
- Staff tabulates the results and reports back to Council.

Third meeting (March 22, 2011)

- Staff will bring back the list of what they believe can be accomplished within each department; along with completed PDFs, milestones/timelines; and the annual Priority Calendar which outlines when project milestones and other known items will be presented to Council.
- This step is in preparation for the Budget setting process.

Priority Calendar Accomplishments 2010

- Semeria Park – Project is nearly complete and will be removed.
- General Plan – Housing Element – Project is complete and will be removed.
- Emmett House Renovations and Site Work – Ribbon Cutting in planning stages. Project nearly complete and will be removed.
- Belmont Sign Ordinance – Project expected to be completed in March and will be removed.
- After exploring several options, the Police Department's Security Alarm Project is not feasible and will be dropped.

Current/Active Projects

- Community Development has 10 current/active projects
- Finance has two current/active project
- Parks and Recreation has seven current/active projects
- Public Works has five current/active projects

Information from Planning Commission

Planning Commission rankings for the Community Development projects are included on the Summary List (Attachment A) for your information. Director de Melo will be available at the February 8 Council meeting for any questions that may arise.

Information from Parks and Recreation Commission

Parks and Recreation Commission ranked 17 projects which also included the seven current projects. The top project was Davey Glen Park, a current project. A couple of the current projects are ranked lower by the Commission than a new or suspended project. Should they wish to, Council may vote to drop or place a current item below the line. The rankings for these Parks and Recreation projects are included on the Summary List (Attachment A) for your information. Director Gervais will be available at the February 8 Council meeting for any questions that may arise.

Information from Finance Commission

The Finance Commission created subcommittees for each of the projects they considered

recommending to Council. Two project description forms have been completed so far and are part of Attachment C (FY12 Budget Calendar and Evaluate Economic Impact of High Speed Rail); others may be forthcoming, as the Commission is scheduled to discuss Priority Calendar project proposals at their meeting on February 3rd. It should be noted that the FY12 Budget Calendar project has been completed, but is being attached in case Council has any additions or revisions to this project. Because the Finance Commission met on the evening of February 3, and the Council packet was already printed, their comments and project rankings are not attached to this report. Finance Director Fil will be available at the February 8 Council meeting for any questions that may arise.

Information from Green Advisory Committee (GAC)

Green Advisory Committee Initiatives/Ordinances – these include Ordinances regarding a) Prohibition of Distribution of Plastic and Single Use Bags, b) Outdoor Water Use Efficiency, and c) Construction Demolition/Recycling. These three items will be included for Council ranking, Step II.

New Projects Being Recommended

There are 18 new projects being recommended for ranking. They are:

- CD – Ordinance Regulating Large Family Daycare Regulations
- CD – Storm and Surface Water Drainage Utility Regulations
- CD – From GAC – Prohibition of Distribution of Plastic and Single-use Bags
- CD – From GAC – Outdoor Water Use Efficiency
- CD – From GAC – Construction Demolition/Recycling
- CD – From GAC - Sustainability Objectives
- FN – Evaluate Employee Compensation Model
- FN – Explore Alternative Sources of Revenue
- FN – Propose FY12 Budget Review Calendar
- FN – Evaluate Economic Impact of High Speed Rail
- P&R – Barrett Community Center Planning
- P&R – Bocce Ball Court at Twin Pines Park
- P&R – Address the City Holiday Tree
- P&R – Establishment of Limited Hours for Dogs Off-Leash at Barrett
- P&R – Playground Improvements O'Donnell Park, Barrett Community Center
- P&R – Replace Bathroom at Alexander Park
- P&R – San Juan Canyon Open Space Planning
- PW – Share the Roads Policy

“Below the Line” Projects

There are 11 Below-the-Line (BTL) projects. They are:

- CD – Administrative Conditional Use Permits – 10% Landscape Requirement
- CD – Compilation of Federal, State, Local Preemptions
- CD – Cut & Fill Standards/Requirements
- CD – Garage Parking Standards/Reqs & Secondary Units
- CD – Modifications of Wireless Communications Facility Findings
- CD – Park Property Acquisition – El Camino Real

- CD – Parking Lot Lighting, Screening and General Security Issues
- CD – Ralston Ave & ADLP “Scenic Corridors” Initiative
- CD – Utility Structures Design – in Public/Private ROW Areas
- CD – Zone Text Amendment – Slope Calculations For Residential Property Development
- P&R – Non-Profit Belmont Parks Foundation

Fiscal Impact

There is no direct fiscal impact to this report. Individual projects have cost estimates associated with them (beyond staff resources) on the PDFs and the fiscal impact of the alternatives can be discussed when the individual item is brought back to Council for action.

For Discussion and Recommendations

During tonight’s meeting, staff recommends Council ask questions to clarify any project that is either Current, or “to be ranked” at the next meeting on February 22 (BTL, Suspended or New).

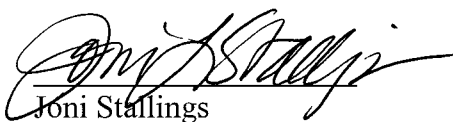
Staff also recommends Council approve, by motion, the following schedule changes which will be included on the final calendar:

- Council summer break: staff recommends cancelling the July 26th Council meeting instead of the 2nd August meeting
- The first November meeting: the November 8th Council meeting falls on Election Day. Staff recommends moving the meeting to the following day, Wednesday, November 9th.
- Staff is recommending the December 27th Council meeting be cancelled during the holiday closure of City Hall.

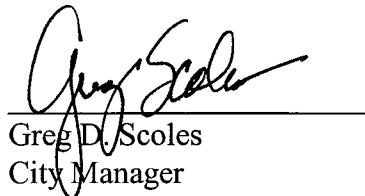
Attachments

- A. Summary List of Priority Calendar Current, BTL, Suspended and New Projects
- B. Updated Project Description Forms for Current/Active Projects
- C. Updated Project Description Forms for BTL, Suspended and New Projects (These projects to be ranked Step II on February 22, 2011)

Respectfully submitted,



Joni Stallings
Executive Assistant to the City Manager



Greg D. Scoles
City Manager

Staff Contact:

Joni Stallings, Executive Assistant to the City Manager
650-595-7408
jonis@belmont.gov

PRIORITY CALENDAR STATUS REPORT

Attachment A

Summary List of Priority Calendar Current, BTL, Suspended and New Projects

	A	B	D	E	F	H	I	J
1	Dept	Project Title	Source	Total Hrs.	Remaining hrs.	Cost, not inc. staff	Commission Ranking	Status
2	Community Development							
3	CD	General Plan Update - An extensive, labor intensive, 3 year project, that will start with a community visioning process before undertaking a review and update of the General Plan (not including Belmont "Villages" Zoning and Housing Element)	PC	2,000	1,900	\$300,000		Current
4	CD	General Plan Update - Belmont "Villages" Zoning	Mandated	400	200	\$130,000		Current
5	CD	Parking In Front Yards/Circular Driveways	CC	175	50			Current
6	CD	Planning CalTrain Station / "Grand Blvd" - Plan for improvements to CalTrain station and El Camino Real in support of "Grand Boulevard" objectives	CC/PC	300	100	\$33,000		Current
7	CD	Residential Design Guidelines - Guidelines for new and remodeled residential projects, including hillside development issues. Hardscape & Lot Coverage Stds./ Landscape Requirements for Residential Development.	PC	75	65	\$0		Current
8	CD	San Juan Hills Property Acquisition	CC	500	475	\$250,000		Current
9	CD	Tree Ordinance - Revise tree ordinance, and consider establishing tree regulations in Zoning Ordinance	PC	100	50	\$20,000		Current
10	CD	Administrative Conditional Use Permits - Incorporation/Confirmation of 10% of site area landscape requirement	PC	60+		TBD	9	BTL
11	CD	Compilation of Federal, State, Local Preemptions - Prepare a report which documents all Federal, State & Local Reemptions on Zoning regulations	PC	75			10	BTL
12	CD	Cut/Fill Standards - Study and propose revisions to the zoning regulations regarding cut/fill standards	PC	125+			8	BTL
13	CD	Garage Parking Standards/Reqs & Second Unit Parking - Study and propose revisions to the zoning regulations regarding garage and secondary unit parking	PC	150+			1	BTL
14	CD	Modification of Wireless Communications Facility Findings - Study and propose revisions to the zoning regulations regarding wireless communications facilities	PC	125+			12	BTL
15	CD	Park Property Acquisition/Development - Along ECR - an effort towards greening commercial areas in Belmont	PC	60+		TBD	15	BTL
16	CD	Ralston & ADLP "Scenic Corridors" - Assess opportunity to improve Ralston Ave & Alameda de las Pulgas with landscape/aesthetic improvements	PC	150+			4	BTL
17	CD	Utility Structures in Public/Private ROW's - Establish a policy on architectural design/enhancements for utility structures	PC	150+			17	BTL
18	CD	Zone Text Amendment - Slope Calculations for Residential Property Development - Study and propose revisions to the zoning regulations regarding slope calculations for residential development.	PC	125+		TBD	4	BTL
19	CD	Harbor Industrial Area Annexation - Work with Council Subcommittee and HIA to develop annexation proposal & submit LAFCO annexation application	CC	700	450	\$150,000	13	Suspended 2010
20	CD	Historic Preservation - Revise Structures of Historic or Aesthetic Value section and update historic resources inventory	PC	250	235	\$20,000	3	Suspended 2010
21	CD	Lot Coverage/Hardscape Limits- Study and propose revisions to the zoning regulations regarding lot coverage, property hardscape standards (including Permeable Driveway Surfaces)	PC	175	125	TBD	6	Suspended 2010

PRIORITY CALENDAR STATUS REPORT

Attachment A

Summary List of Priority Calendar Current, BTL, Suspended and New Projects

	A	B	D	E	F	H	I	J
1	<u>Dept</u>	<u>Project Title</u>	<u>Source</u>	<u>Total Hrs.</u>	<u>Remaining hrs.</u>	<u>Cost, not inc. staff</u>	<u>Commission Ranking</u>	<u>Status</u>
22	CD	Refinement of San Juan Hills and Western Hills Area Floor Area Transfer Policies - Study and propose revisions to the zoning regulations regarding floor area transfer policies within these areas of the city	PC	200+	150	\$25,000	7	Suspended 2010
23	CD	Revision of Zoning Ordinance Definitions - Update and expand Definitions Section of Ordinance; and Redefine Building Height options	Staff	150	150	TBD	2	Suspended 2010
24	CD	Solar Access Ordinance - Propose revisions to the zoning regulations regarding solar access	PC	100	100	TBD	11	Suspended 2010
25	CD	Construction Demolition/Recycling	GAC	150+	150+	TBD		New
26	CD	Ordinance Regulating Large Family Daycare Regulations	Council	100+	100+	TBD	14	New
27	CD	Outdoor Water Use Efficiency	GAC	175+	175+	TBD		New
28	CD	Prohibition of Distribution of Plastic and Single Use Bags	GAC	200+	200+	TBD		New
29	CD	Storm & Surface Water Drainage Utility Regulations	Staff	100+	100+	TBD	16	New
30	CD	Sustainability Objectives	GAC	300+	300+	TBD		New
31	Finance							
32	FN	Belmont Fire Protection District Service Provision	Council	1,000		\$200,000		Current
33	FN	Targeted Economic Development Project - Identify and implement targeted economic development projects within the City	Staff	2,350	2,350	\$75,000		Current
34	FN	Community Artway - Landmark Signage and Landscaping Project - City Edges - Installation of Monument signing and landscaping at the entrance to the City on eastbound Ralston east of Christian Dr and on northbound Alameda north of Cranfield Ave	PC	400	350	\$125,000		Suspended 2010
35	FN	Evaluate Employee Compensation Model	FC					New
36	FN	Explore Alternative Sources of Revenue	FC					New
37	FN	Propose FY12 Budget Review Calendar - To arrange the budget calendar so that the Finance Comm receives it earlier and gives feedback to Council.	FC	40	40			New
38	FN	Evaluate economic impact of High Speed Rail	FC	40	40			New
39	Public Works							
40	PW	101 Bike Pedestrian Bridge - Obtain funding; design and construct bridge over 101; includes other improvements between Old County Road and Highway 101 for Safe Routes to School	Council	4,000	100	\$1,400,000		Current
41	PW	High Speed Rail	CC	350	325			Current
42	PW	Old County Road Street Lighting - Develop program for review and replacement of street lighting standards	PC	300	200	\$35,000		Current
43	PW	Review all Traffic Policies - Review all City's traffic related policies to determine consistency with best practices.	PC	200				Current
44	PW	Updated Ralston Traffic Study - conduct a comprehensive traffic study and determine appropriate capital improvements to mitigate any traffic related problems.	PC	200		\$100,000		Current
45	PW	Creek Restoration - Develop program for restoration of city creeks	PC	100	100	\$150,000		Suspended 2010
46	PW	Ralston Avenue Street Lighting - Develop program for review and replacement of street lighting standards	PC	100	100			Suspended 2010
47	PW	Share the Roads Policy - Ralston to Alameda - Do a traffic study (wider sidewalks and roadway signage)	Council	300+	300+	\$15,000		New

PRIORITY CALENDAR STATUS REPORT

Attachment A

Summary List of Priority Calendar Current, BTL, Suspended and New Projects

	A	B	D	E	F	H	I	J
1	<u>Dept</u>	<u>Project Title</u>	<u>Source</u>	<u>Total Hrs.</u>	<u>Remaining hrs.</u>	<u>Cost, not inc. staff</u>	<u>Commission Ranking</u>	<u>Status</u>
48	Parks and Recreation							
49	PR	Athletic Field Improvements - Sports Complex Synthetic Turf <i>- Capital projects described in Athletic Field Master Plan updated in 2003. Plan identifies athletic field improvements to all fields managed by the P&R Dept.</i>	PRC	500	300	\$2,300,000	4	Current
50	PR	Cipriani Dog Park Improvements - Design and construct improvements for the Dog Park.	PRC	200	100	\$50,000	2	Current
51	PR	Davey Glen Park Design and Development - Design & development of unimproved park site on Davey Glen Road, which might include picnic areas, playground equipment, benches, fencing and landscaping	PRC	200	100	\$450,000	1	Current
52	PR	Facilities Condition Management Assessment	Council	200	180		14	Current
53	PR	Solar Energy Policy - to consider implementation of solar energy projects and legislation that enhances solar energy use on public facilities.	CC	400	400	\$250,000	12	Current
54	PR	Trail Improvements - Review trail system, repair/improve existing trails, add new trails.	PRC	200	200	\$30,000	5	Current
55	PR	Tree Planting Program - Establish program for planting trees on City property and/or public right-of-way.	PRC	100	75	\$80,000	17	Current
56	PR	Non-Profit Belmont Parks Foundation - Create a non-profit Belmont Parks Foundation to fundraise and advocate for Parks improvements.	PRC	80	80	\$10,000	3	BTL
57	PR	Paper Trails - Identify paper streets and trails and determine which ones could be developed into a public trail system	Council	100	80	\$10,000	10	Suspended 2010
58	PR	Park Open Space Master Plan Update - Would include updating the inventory of the parks system, analysis of current demands/trends, identifying completed projects and updating of the action plan	PRC	400	400	\$50,000	8	Suspended 2010
59	PR	Barrett Community Center Planning	PRC	400	400	\$150,000	6	New
60	PR	Bocce Ball Court in Twin Pines Park	PRC	120	120	\$30,000	16	New
61	PR	City Holiday Tree Address issues	PRC	40	40	TBD	15	New
62	PR	Establishment of Limited Hours for Dogs Off-Lease at Barrett	Council	300	300	TBD	11	New
63	PR	Playground Improvements O'Donnell Park, Barret CC,	PRC	80	80	\$30,000	9	New
64	PR	Replace Bathroom at Alexander Park	PRC	100	100	\$30,000	13	New
65	PR	San Juan Canyon Open Space Planning	PRC	300	300	\$100,000	7	New

ATTACHMENT B

Project Description Forms for **CURRENT/ACTIVE PROJECTS**

PROJECT DESCRIPTION

Community Development

Project: General Plan Update
Source: Mandated
Lead: de Melo
Team: Planning Staff & Consultants
Contractor(s): Consultants

Proj. #: CD08
Acct. #: na
Type: Plan
Detailed Workplan Required: YES

Description: An extensive, labor intensive, multi-year project. This project would potentially include formation of a General Plan Advisory Committee to steer progress on systematic updates to the required elements.

Estimated Staff Hours 2,000
Estimated Staff Hours Remaining as of March 2010 1,500
Estimated Contractor costs 300-600k

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Draft work plan developed		8/4/2006	11/1/2006	11/1/2006
M02	Council review of draft work/phasing plan	X	9/26/2006	1/25/2007	1/25/2007
M03	Council Selection of GP Consultant	X	11/14/2006	2/13/2007	2/13/2007
M04	Develop draft detailed work plan		1/6/2007	2/27/2007	2/27/2007
M05	Council Review of detailed work plan	X	2/13/2007	10/9/2007	10/9/2007
M06	Formulate General Plan Advisory Committee		TBD		
M07	Begin General Plan Update Process		TBD		
M08	PC/CC Study Session		TBD		
M09	Neighborhood Meeting(s)		TBD		
M10	Prepare Environmental Review & GP Update(s)		TBD		
M11	PC Review and Recommendation(s)		TBD		
M12	Council Review & Adoption	X	TBD		
M10					
M11					
M12					

STATUS: Policy memo due to Council Spring 2011.

Comments: Project scope/milestones to be reformulated based on Council direction.

PROJECT DESCRIPTION

Community Development

Project: Belmont "Villages Districts" Zoning
Source: Mandated
Lead: de Melo
Team: Planning Staff & Consultants
Contractor(s): Consultants

Proj. #: CD08B
Acct. #: na
Type: Plan
Detailed Workplan
Required: YES

Description: THREE PROJECTS HAVE BEEN INCLUDED IN THIS PROJECT: 1365 Fifth Ave Planning; Master Parking Plan - Downtown Districts; and Downtown Specific Plan Reformat

Estimated Staff Hours 400
Estimated Staff Hours Remaining as of March 2010 200
Estimated Contractor costs \$130,000

Milestones:		City Council	Revised		
			Due Date:	Date:	Actual:
M01	Draft work plan developed		1/25/2007		1/25/2007
M02	PC/CC Study Session	X	7/29/2008		7/29/2008
M03	Council Selection of GP Consultant	X	10/14/2008		10/14/2008
M04	Neighborhood Meeting(s)		12/4/2008		12/4/2008
M05	PC Study Session(s) - 6/2, 8/18, 9/15, & 10/6/09		6/2/2009		10/6/2009
M06	CC Study Session - 11/24/09	X	11/24/2009		11/24/2009
M07	Prepare Environmental Review & GP Update(s)		TBD		TBD
M08	PC Review and Recommendation		TBD		TBD
M07	Council Review & Adoption	X	TBD		TBD
M08					
M09					
M10					
M11					
M12					

STATUS: Public Hearings on Draft Zoning Text expected Spring 2011.

Comments: PROJECT WILL FOCUS ON ED STRATEGY TARGET SITES, DTSP, AND ECR CORRIDOR FOR FY 07-08.

PROJECT DESCRIPTION

Community Development

Project: Parking In Front Yards/Circular Driveways
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CD17
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding parking in front yards and circular driveways

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours 175
Estimated Staff Hours Remaining as of March 2010 50
Estimated Contractor costs

Milestones:

		City Council	Due Date:	Actual:
M01	<u>Prepare issue paper</u>		<u>6/1/2009</u>	<u></u>
M02	<u>City Council direction on options</u>	X	<u>7/14/2009</u>	<u>7/14/2009</u>
M03	<u>Prepare draft Zone Text Amendment language</u>		<u>8/10/2009</u>	<u>2/15/2010</u>
M04	<u>Planning Commission review - 3/2/10, 10/19/10, 2/1/11</u>		<u>2/1/2011</u>	<u></u>
M05	<u>City Council review and adoption</u>	X	<u>2/22/2011</u>	<u></u>
M06	<u>City Council second reading</u>	X	<u>3/8/2011</u>	<u></u>
M07	<u>Ordinance effective</u>		<u>4/7/2011</u>	<u></u>
M08	<u></u>		<u></u>	<u></u>
M09	<u></u>		<u></u>	<u></u>
M10	<u></u>		<u></u>	<u></u>
M11	<u></u>		<u></u>	<u></u>

STATUS: Planning Commission reviewed draft text at 2 public hearings. Commission will review again on 2/1/11.

Comments:

PROJECT DESCRIPTION

Community Development

Project: Planning for CalTrain Station / "Grand Boulevard"
Source: City Council / Planning Commission
Lead: de Melo
Team: Davis, CM Office
Contractor(s):
Description: Prepare plan for improvements to CalTrain station and El Camino Real in support of "Grand Boulevard" objectives

Proj. #: CD07
Acct. #:
Type:
Detailed Workplan Required:

Staff Recommendation:

☒ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours 300
Estimated Staff Hours Remaining as of March 2010 250
Estimated Contractor costs \$33K (see Comments below)

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	City Council direction on project scope / planning consultant	X	4/12/2005		4/12/2005
M02	City, SamTrans and consultant finalize project scope		4/30/2005		5/10/2005
M03	City Council appoints citizen committee, if needed		6/14/2005		N/A
M04	Consultant prepares draft landscape / design plan		9/15/2005	11/1/2005	11/1/2005
M05	City Council reviews draft plan	X	TBD		
M06	Planning Commission hearings on draft plan		TBD		
M07	City Council hearing on final plan	X	TBD		

STATUS:

Grant funding for improvements to be solicited (MTC, etc.). Staff is working w/other Peninsula cities on Grand Blvd. Initiative. Neighborhood input to be solicited upon capital improvement or grant funding approval.

Comments:

City has partnered with SamTrans, San Carlos and Redwood City for MTC planning grant to support "Grand Boulevard" objectives. MTC has given grant approval of \$25,000 for Belmont planning; SamTrans will augment for total of \$33,000.

PROJECT DESCRIPTION

Community Development

Project: Residential Design Guidelines
Source: Planning Commission
Lead: de Melo
Team: DiDonato, Planning
Contractor(s) TBD

Proj. #: CD09
Acct. #:
Type:
Detailed Workplan
Required:

Description: Prepare design guidelines for new and remodeled residential projects, including hillside development issues. Spring 2007 - Hardscape and Lot Coverage Standards was added

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	150
Estimated Staff Hours Remaining as of March 2010	50
Estimated Contractor costs	TBD

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Review examples of guidelines from other cities - prepare issue paper on design guideline issues / preferences		11/3/2006	12/3/2006	12/3/2006
M02	City Council direction on design guidelines	X	12/12/2006	3/27/2007	3/27/2007
M03	Prepare draft guidelines		4/6/2007	12/4/2007	12/4/2007
M04	Planning Commission review and recommendation		6/19/2007	3/15/2011	
M05	City Council review and adoption	X	9/11/2007	4/26/2011	
M06					
M07					

Final version Residential design guidelines expected to be forwarded to PC in March 2011, and Council in April 2011.

STATUS:

Comments:

PROJECT DESCRIPTION

Community Development

Project: Re-Subdivision/Master Planning of City-Owned San Juan Hills Lands

Source: City Council

Lead: de Melo

Team: DiDonato, Finance, P&R Dept. Planning, City Attorney

Contractor(s): TBD

Proj. #: CDXX

Acct. #:

Type:

Detailed Workplan Required: No

Description: Study and facilitate a master plan for resubdivision of City-owned San Juan Hills Area lands, trail connections, and permanent open space areas.

Staff Recommendation:

☐ For Priority Consideration

☒ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours	500
Estimated Staff Hours Remaining as of March 2010	425
Estimated Contractor/Development Review costs	\$250,000

Milestones:

		City Council	Due Date:	Actual:
M01	Prepare Issue Paper/Develop Project Scope/Milestones		9/1/2010	
M02	City Council direction on options	X	9/21/2010	
M03	Formulate, manage, and facilitate Development Team (ongoing)		TBD	
M04	Planning Commission review and recommendation on Master Development Plan		TBD	
M05	City Council review and approval of Master Development Plan	X	TBD	
M06	Facilitate Sale/Transfer of Re-Subdivided Lots		TBD	
M07				
M08				
M09				
M10				
M11				

STATUS:

Staff has met with potential developers/project managers. Council field trip occurred Dec. 2010. Staff will begin receiving estimates for sub consultants for project. (Geotechnical Architecture)

PROJECT DESCRIPTION

Community Development

Project: Tree Ordinance
Source: PC
Lead: Gervais & de Melo
Team: P&R & Planning Commissioners, City Atty, P&R & Planning Staff
Contractor(s): City Arborist

Proj. #: CD16
Acct. #:
Type:
Detailed Workplan
Required:

Description: Review and revise tree ordinance. Consider establishing tree regulations in Zoning Ordinance. Includes Admin Review for Tree Removal Permits (2/7/08)

Staff Recommendation:
☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours 200
Estimated Staff Hours Remaining as of March 2010 125
Estimated Contractor costs \$10,000

Milestones:

		City Council	Due Date:	Actual:
M01	City Council identifies major objectives	X	10/7/2008	10/14/2008
M02	Research and evaluate policy options		11/3/2008	11/3/2008
M03	Planning Commission identifies preferred options		1/20/2009	11/6/2008
M04	Prepare draft code language		7/15/2010	
M05	Parks & Recreation Commission Hearing & Recommendation		11/3/2010	
M05	Planning Commission Hearing & Recommendation		1/3/2011	
M06	City Council hearing and adoption	X	4/12/2011	
M07	City Council second reading	X	4/26/2011	
M08	Ordinance effective		5/26/2011	
M09				
M10				
M11				

STATUS: Draft ordinance reviewed by P&R and Planning Commission. Edits to be made. Subcommittee to re-review and then forward back to Commissions & City Council.

Comments:

PROJECT DESCRIPTION

Finance

Project: Belmont Fire Protection District Service Provision

Source: Council

Lead: City Manager

Team: Finance Director/Fire Chief

Contractor(s): Cory Biggs, Maze and Associates; Stu Gary, City Gate Associates; Michael Colantuono, Colantuono & Levin

Proj. #: FNXX

Acct. #: NA

Type: Policy

Detailed Workplan

Required: N

Description: Provide Fire Services for the BFPD. Analyze and recommend solutions for ongoing operations and capital needs. Manage dissolution of Belmont-San Carlos Fire Department.

Staff Recommendation:

☐ For Priority Consideration

☒ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours 1,000

Estimated Contractor costs \$200,000

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Discuss initial objectives with Fire Board	X	6/22/2010		6/22/2010
M02	Refine Objectives and take direction from Fire Board on potential alternatives	X	8/24/2010		9/14/2010
M03	Analyze alternatives		10/26/2010		
M04	Prepare report to Fire Board	X	11/23/2010		
M05	Fire Board Study Session	X	12/14/2010		
M06	Begin Implementation of recommendations adopted by Fire Board		TBD		
M07	Negotiate dissolution of Fire Department		TBD		
M08					
M09					
M10					
M11					

STATUS: Staff is working on initial outreach to agencies.

Comments:

PROJECT DESCRIPTION

Finance

Project:	Targeted Economic Development Strategy Project	Proj. #:	FN03
Source:	RDA Directors	Acct. #:	
Lead:	Fil	Type:	
Team:	City Manager, Community Development Director, RDA Attorney	Detailed Workplan	
Contractor(s):	Keyser Marsten Associates, Field Paoli Architects	Required:	
Description:	To identify and implement targeted economic development projects within the City.		

Staff Recommendation:

- ☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	4,000
Estimated Staff Hours Remaining as of March 2010	1,600
Estimated Contractor costs	\$350K

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Identify project objectives with consultants		11/30/2005		11/30/2005
M02	Engage consultants		12/31/2005		11/30/2005
M03	Research and identify project candidates		1/31/2006		1/31/2006
M04	Develop ED strategies for specific projects		3/31/2006		1/31/2006
M05	Confirm candidates and strategies with Council	X	5/9/2006		2/14/2006
M06	Implement strategy - Phase 2		7/31/2006		2/15/2006
M07	Report Phase 2 results	X	9/12/2006	1/25/2007	1/25/2007
M08	Initiate Phase 3 for target sites		9/30/2006	1/26/2007	1/26/2007
M09	Issue RFQs		6/30/2007	various	1/7/2009
M10	Report Phase 3 results	X	6/30/2007	various	10/9/2007
M11	Initiate Phase 4 developer selection		10/31/2007	various	
M12	Negotiate Owner Participation (OPA) or Development and Disposition Agreement	X	TBD	various	
M13	Obtain required Applicant approvals	X	10/31/2006	TBD	
M14	Implement project		12/31/2006	TBD	
M15	Report Phase 4 results	X	TBD		
M16					

STATUS:

This is a multi year, multi phase, multi location project. Project is in 3rd of 4 planned stages.

Comments:

The initial RFQ process for development of Firehouse Square was placed on hold after discussions with potential developers revealed that the limited scale of the project creates economic constraints. The City is looking into combining the Firehouse Square and Emmett's Plaza target sites into a single Unified Development Area to entice more developers. Staff has arranged interviews with several property acquisition firms which will also help create more attractive development opportunities within the target sites.

PROJECT DESCRIPTION

Public Works

Project: 101 Bike Pedestrian Bridge
Source: Council
Lead: Borrmann
Team: Yau, Esqueda, City Engineer, T. Y. Lin Int., S&C Engineering
Contractor(s): design; construction

Proj. #: PW02
Acct. #: na
Type: Construction
Detailed Workplan
Required: TBD

Description: Obtain funding; design and construct bridge over 101. Also includes bicycle and pedestrian bikeway and other improvements in the neighborhood between Old County Road and Highway 101 for Safe Routes to School.

Estimated Staff Hours 4,000
Estimated Staff Hours Remaining as of March 2010 2,000
Estimated Contractor costs 5.2M

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Begin conceptual design		8/1/2000		8/1/2000
M02	Council approves PSA for Conceptual Design Consultant	X	10/24/2000		10/24/2000
M03	Stakeholders Meeting for Conceptual Designs		12/5/2000		1/22/2001
M04	Public Meeting for Conceptual Designs		12/20/2000		1/30/2001
M05	Council approves Conceptual Design	X	1/9/2001	10/9/2001	10/9/2001
M06	Council approves PSA for Design Consultant	X	11/28/2000	1/28/2003	1/28/2003
M07	Complete R/W acquisition		6/1/2001	TBD	
M08	Acquire remaining funding required for project		6/30/2001	12/30/2009	
M09	Complete design		5/15/2001	9/15/2007	6/30/2009
M10	Council accepts ROW deeds			5/14/2009	
M11	Obtain permit from Caltrans		6/1/2001	6/30/2009	
M12	Council considers approval to advertise for bids	X	7/10/2001	11/17/2009	11/17/2009
M13	Council considers award of contract	X	8/14/2001	11/17/2009	12/30/2009
M14	Begin construction		9/1/2001	3/30/2010	3/31/2009
M15	Construction complete		7/1/2002	TBD	

STATUS:

Project advertised and contract awarded to Granite Construction 12/09. Construction is ongoing. Expected completion late Spring 2011.

Comments:

Construction proceeding

PROJECT DESCRIPTION

Community Development

Project: High Speed Rail (HSR)
Source: City Council
Lead: de Melo & City Council
Team: Planning & Public Works Staff, Volunteer Efforts
Contractor(s): TBD
Description: Represent City of Belmont Throughout all Phases of Review & Planning for HSR project
Staff Recommendation:

Proj. #: CDXX
Acct. #:
Type:
Detailed Workplan
Required:

Estimated Staff Hours 750
Estimated Staff Hours Remaining as of September 2010 460
Estimated Contractor costs TBD

Milestones:

		City Council	Due Date:	Revised Date	Actual:
M01	<u>Facilitate Outreach Mtg - Alternatives Analysis</u>		<u>5/26/10</u>		<u>5/26/2010</u>
M02	<u>Provide Comments on Project EIR</u>		<u>TBD</u>		
M03	<u>Facilitate Hosting of PCC Meetings</u>		<u>7/2/10</u>		<u>7/2/2010</u>
M04	<u>Attend Regional HSR Meetings</u>		<u>TBD</u>		
M05	<u>Provide Updates to Council on HSR Status</u>		<u>TBD</u>		
M06	<u></u>				
M07	<u></u>				
M08	<u></u>				
M09	<u></u>				
M10	<u></u>				
M11	<u></u>				
M12	<u></u>				
M13	<u></u>				
M14	<u></u>				
M15	<u></u>				

STATUS:

Ad-Hoc Subcommittee has been formed. Meetings conducted. Regular updates given at Council meetings.

PROJECT DESCRIPTION

Public Works Department

Project: Old County Road Street Lighting
Source: PC
Lead: PW Director
Team: Engineering
Contractor(s):

Proj. #: PW05
Acct. #:
Type:
Detailed Workplan Required:

Description: Determine new street lighting standards for Old County Road to be installed as part of the undergrounding of utilities. Coordinate with Capital Improvement program.

Estimated Staff Hours	250
Estimated Staff Hours Remaining as of March 2010	200
Estimated Contractor costs	35,000

Milestones:

		City Council	Due Date:	Actual:
M01	Determine lighting needs on OCR		5/30/2006	5/30/2006
M02	Select OCR lighting standards alternatives		6/30/2006	6/30/2006
M03	Council direction for street lights on OCR	X	6/26/2007	3/15/2008
M04	Select alternatives for Council Consideration	X	2/26/2008	2/26/2008
M05	Develop Implementation Schedule and Budget		5/27/2008	5/1/2008
M06	Old County Road undergrounding commence		TBD	
M07	Undergrounding completed and streetlights installed		TBD	
M08	Project Complete		TBD	

STATUS:

Initial phase of underground utilities from Ralston south to O'Neil complete. Ralston Avenue north to Marine view is currently under design.

Comments:

Old County Road Project phase II undergrounding, and associated installation of approved decorative streetlights, is on hold by PGE to allow for Funding shortfalls to be addressed & project scope to be amended.

PROJECT DESCRIPTION

Public Works Department

Project: Review All Traffic Policies

Source: Planning Commission

Lead: De Melo

Team: De Melo, Palatnik, Parking and Traffic Safety Committee

Contractor(s): _____

Description: Review all the City's traffic related policies to determine whether or not they are consistent with current best practices.

Proj. #: _____

Acct. #: _____

Type: _____

Detailed Workplan

Required: _____

Staff Recommendation:

☐ For Priority Consideration

☐ No Recommendation

☒ Below the Line

☐ Against Study

Estimated Staff Hours

200

Estimated Staff Hours Remaining as of March 2010

200

Estimated Contractor costs

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Inventory all traffic policies</u>		<u>4/10/2010</u>		
M02	<u>Review all traffic policies</u>		<u>TBD</u>		
M03	<u>Prepare a Council Report indicating which policies need updating</u>	X	<u>TBD</u>		
M04	<u>Update traffic policies that are not current with Best Practices</u>		<u>TBD</u>		
M05	<u>Prepare Council Report on revised traffic policies</u>	X	<u>TBD</u>		
M06	<u>Revise traffic policies to reflect council comments</u>		<u>TBD</u>		
M07	<u>Prepare resolution adopting revised traffic policies</u>	X	<u>TBD</u>		
M08	<u>Implement new traffic policies</u>		<u>TBD</u>		
M09	_____		_____		
M10	_____		_____		
M11	_____		_____		

STATUS: Staff is evaluating options for this policy.

Comments: Current Program.

PROJECT DESCRIPTION

Public Works Department

Project: Updated Ralston Avenue Traffic Study
Source: Planning Commission
Lead: De Melo
Team: De Melo, Alvarez
Contractor(s): Traffic Engineering Consultant

Proj. #: _____
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description: Conduct a comprehensive traffic study including turning movement counts, traffic volume counts, intersection analysis, collision and safety analysis origin-destination studies, and determine appropriate capital improvements to mitigate any traffic related problems.

Staff Recommendation:

☐ For Priority Consideration
☐ No Recommendation
☒ Below the Line
☐ Against Study

Estimated Staff Hours	200
Estimated Staff Hours Remaining as of March 2010	200
Estimated Contractor costs	\$100,000

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Prepare a Request for Proposal		TBD		
M02	Retain a consultant		TBD		
M03	Conduct traffic and turning movement counts		TBD		
M04	Conduct traffic and turning movement counts		TBD		
M05	Conduct origin and destination studies		TBD		
M06	Evaluate Collision and Safety History		TBD		
M07	Prepare draft report		TBD		
M08	Present to City Council Draft Report	X	TBD		
M09	Prepare Final Report	X	TBD		
M10					
M11					

STATUS: Recent traffic counts completed for Ralston Ave.

Comments:

PROJECT DESCRIPTION

Parks and Recreation

Project: Athletic Field Improvements- Sports Complex Synthetic Turf Design **Proj. #:** _____
Source: P & R Commission **Acct. #:** _____
Lead: P & R Director **Type:** _____
Team: P & R, CDD **Detailed Workplan**
Contractor(s): Landscape Architect or Engineer **Required:** _____

Description:

The proposed project includes the design of a synthetic turf on the four acre North Field and possibly the South Field at the Belmont Sports Complex. The Sports Complex North Field is approximately 4 acres in size and currently has one soccer field and one baseball field and the South Field is used for softball. The proposed project would save the City enormous water and maintenance costs while increasing available playable hours by 40%.

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	80
Estimated Staff Hours Remaining as of March 2010	80
Estimated Contractor costs	75,000

Milestones:

		City Council	Due Date:	Actual:
M01	Identify funding sources		7/1/2010	
M02	Put into FY2011 Budget		7/1/2010	
M03	P&R Commission Meeting		5/5/2010	
M04	Council approval of Design Contract		3/22/2011	
M05	Design Completion		9/1/2011	
M06	Constuction		1/1/2012	
M07				
M08				
M09				
M10				
M11				

STATUS:

Grant unsuccessful. Staff proposing to proceed with design and will bring to Council in Spring 2011.

Comments:

PROJECT DESCRIPTION

Parks and Recreation

Project: Cipriani Dog Park Improvements
Source: Parks and Recreation Commission
Lead: Parks and Recreation Director
Team: Parks Division
Contractor(s): Landscape Architect

Proj. #: _____
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description: Design and construct improvements for Dog Park. Improvements could include shade structure, site furniture, water stations, new surfaces and grading.

Staff Recommendation:

___ For Priority Consideration

__X_ No Recommendation

___ Below the Line

___ Against Study

Estimated Staff Hours	80
Estimated Staff Hours Remaining as of March 2010	40
Estimated Contractor costs	\$90,000

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Identify funding source		7/1/2008	7/1/2009	7/1/2009
M02	Landscape Architect selected		9/1/2008	7/1/2009	7/1/2009
M03	Community Outreach		10/1/2008	11/21/2009	11/21/2009
M04	Conceptual design review Park & Rec Commission		2/1/2009	7/7/2010	
M05	Design approved by Park & Rec Commission		6/1/2009	9/1/2010	
M06	Design approved by Planning Commission		N/A	N/A	
M07	Design approved by City Council	X	8/1/2009	2/8/2011	
M08	Contract process and award project		10/1/2009	3/22/2011	
M09	Complete project		2/1/2010	6/1/2011	
M10					

STATUS:

Construction contract expected to Council in Spring 2011.

Comments:

PROJECT DESCRIPTION

Parks Recreation

Project: Davey Glen Park Improvements
Source: P & R Commission
Lead: Jonathan Gervais
Team: Parks Division, Public Works Department
Contractor(s): Landscape Architect & Landscape Contractor

Proj. #: PR03
Acct. #:
Type:
Detailed Workplan
Required:

Description: Master Plan and Development of Davey Glen Park. The project involves the design & development of a one acre unimproved park site on Davey Glen Road. The neighborhood park could include such amenities as picnic areas, playground equipment, benches, fencing and landscaping. The project budget includes funding for design and construction.

Staff Recommendation:

- ☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	<u>350</u>
Estimated Staff Hours Remaining as of March 2010	<u>250</u>
Estimated Contractor costs	<u>\$450,000</u>

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Identify funding source.</u>		<u>7/1/2007</u>		<u>9/1/2010</u>
M02	<u>Conduct neighborhood needs assessment meeting</u>		<u>9/14/2007</u>		<u>11/3/2007 & 7/18/09</u>
M04	<u>City Council dicussion and direction.</u>	X	<u>2/6/2008</u>		<u>3/11/2008</u>
M05	<u>City Council dicussion and direction.</u>	X			<u>11/5/2008</u>
M06	<u>Review Conceptual Design at Park and R ec Commission Mtg.</u>		<u>5/1/2008</u>		<u>7/18/2009</u>
M07	<u>Review Conceptual Design at Park and R ec Commission Mtg.</u>				<u>9/2/2009</u>
M08	<u>Review Conceptual Design at Park and R ec Commission Mtg.</u>				<u>10/7/2009</u>
M09	<u>Landscaping design approved by Park and Rec Commission</u>		<u>2/2/2011</u>	<u>5/4/2011</u>	
M10	<u>Landscaping design approved by Planning Commission</u>		<u>3/1/2011</u>	<u>7/5/2011</u>	
M11	<u>Landscaping design approved by City Council</u>	X	<u>4/12/2011</u>	<u>8/8/2011</u>	
M12	<u>Contract process and award project</u>		<u>7/12/2011</u>	<u>10/1/2011</u>	
M13	<u>Complete project</u>		<u>12/1/2011</u>	<u>7/1/2012</u>	

STATUS:

3 public meetings were held re: design of the park. Add'l mtg with Commission Dec. 2010. Conceptual design nearly complete.

Comments:

PROJECT DESCRIPTION

Parks and Recreation

Project: Facilities Condition Management Assessment
Source: Staff
Lead: Parks and Recreation Director
Team: _____
Contractor(s): None identified

Proj. #: _____
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description:

The Parks and Recreation, Community Development, and Finance Departments oversee many of the publicly owned buildings in Belmont. The Departments are meeting and discussing ways to better manage and track these assets including analyzing Belmont's facilities in a comprehensive, organized, and logical manner. The Asset Management method includes a numerical evaluation of the condition of a facility and an assessment of its importance to the community. These two factors can then be used to prioritize limited resources toward the most deserving projects.

Staff Recommendation:

- ☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours

200

Estimated Staff Hours Remaining as of March 2010

180

Estimated Contractor costs

TBD

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Report to City Council	X	9/14/2010	2/8/2011	
M02	TBD		TBD		
M03					
M04					
M05					
M06					
M07					
M08					
M09					
M10					
M11					

STATUS:

Staff is analyzing condition of Belmont owned buildings. Completed 5 assessments to date.

Comments:

PROJECT DESCRIPTION

Parks and Recreation

Project: Solar Access in Belmont
Source: CC
Lead: Parks and Recreation Director
Team: Finance Dir, PW Dir, Engineer
Contractor(s):

Proj. #: PR
Acct. #:
Type:
Detailed Workplan Required:

Description:

To consider implementation of solar energy projects and legislation that enhances solar energy use on public facilities. The Parks and Recreation Department is focused on providing solar energy at the Library. The Library is the largest consumer of energy of all the City facilities. The average energy and natural gas bill ranges from \$50,000-\$80,000 annually.

Staff Recommendation:

- ☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	200
Estimated Staff Hours Remaining as of March 2010	200
Estimated Contractor costs	TBD

Milestones:

		City Council	Due Date:	Actual:
M01	Assess project requirements			
M02	Investigate solar energy alternatives for Library. Work with GAC on alternatives.		TBD	
M03				
M04				
M05				
M06				
M07				
M08				
M09				
M10				
M11				

STATUS:

Staff will continue to look for grant sources of funding.

Comments:

PROJECT DESCRIPTION

Parks and Recreation

Project: Trail Improvements
Source: Parks and Recreation Commission
Lead: Parks and Recreation Director
Team: Parks Division, Fire Marshal, Community volunteers
Contractor(s): Landscape Architect/ purchase of materials

Proj. #: PR04
Acct. #:
Type:
Detailed Workplan Required:

Description: The maintenance and construction of trails with the Water Dog Lake Open Space area. Included in the project scope are materials for bridges and retaining walls, tools, trail realignment and construction of new trails.

Staff Recommendation:
☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	200
Estimated Staff Hours Remaining as of March 2010	120
Estimated Contractor costs	\$45,000

Milestones:

		City Council	Due Date:	Actual:
M01	Review trail system		6/1/2008	6/1/2008
M02	Park & Rec Commission review		12/3/2008	12/3/2008
M03	Planning Commission Review		2/17/2009	2/17/2009
M04	Council Review	X	2/24/2009	2/24/2009
M05	Construction begins		3/15/2009	3/15/2009
M06	Construciton Ends		3/1/2012	3/1/2012
M07				
M08				
M09				
M10				
M11				

STATUS:

Trail being constructed with volunteer labor. Volunteers have designated trail work days through Spring and Summer 2010. Staff have been working on design of the trail bridges and supplying materials. Trail work continues in 2011.

Comments:

This project includes construction of a new loop trail around Waterdog Lake. The existing trail is in a poor location and results in challenges including people getting lost, walking in wetland areas, and increased siltation. The new trail will provide better walking, hiking, and bike riding around the lake and will resolve the difficult climb from the dam to the trail system.

PROJECT DESCRIPTION

Parks and Recreation

Project: Tree Planting Program
Source: P & R Commision "Tree Board"
Lead: P & R Director
Team: P&R, DPW, CDD
Contractor(s): City staff, Arborist

Proj. #: _____
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description: Establish program for planting trees on city property and / or public Right-of-Way's throughout Belmont.

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	100
Estimated Staff Hours Remaining as of March 2010	100
Estimated Contractor costs	\$44,000

Milestones:

M01	Inventory Tree Planting Opportunity Areas in City
M02	Develop Tree Planting Criteria
M03	Establish Tree List for Public and Private Lands
M04	Establish Community Outreach Program for Private Lands
M05	Establish Schedule and Budget for Planting Program
M06	City Council approves Tree Planting Program and Budget
M07	Conduct Community Outreach to Private Land Owners
M08	
M09	
M10	
M11	

City Council

Due Date: EST Date Actual:

9/1/2008	6/1/2011
12/1/2008	8/1/2011
2/1/2009	10/1/2011
7/1/2009	12/1/2011
12/1/2009	1/2/2012
6/30/2009	3/1/2012
TBD	6/1/2012

STATUS:

This project will be funded out of the tree fund and will include planting trees in neighborhoods that are currently lacking street trees including Sterling Downs. Suspended due to staff capacity.

Comments:

The Tree Board heard the update of the tree plantings and tree giveaway on 12/3/08. Over 80 trees were recently planted on City property. Belmont has recently been designated Tree City USA.

ATTACHMENT C

Project Description Forms for

PROJECTS TO RANK AT THE NEXT MEETING
(Below the Line, Suspended and New)

PROJECT DESCRIPTION

Community Development

Project: ACUP's - 10% Site Area Landscape Requirement
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s):

Proj. #: CDXX
Acct. #:
Type:
Detailed Workplan
Required: No

Description:
Study and propose revisions to the zoning regulations regarding ACUP's & Associated 10% Site Area Landscaping Requirement.

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

60+

Milestones:

Milestone	City Council	Due Date:	Actual:
M01 Prepare issue paper			
M02 City Council direction on options	X		
M03 Prepare draft Zone Text Amendment language			
M04 Planning Commission review and recommendation			
M05 City Council review and adoption	X		
M06 City Council second reading			
M07 Ordinance effective			
M08			
M09			
M10			
M11			

City Council

STATUS: Below the Line

Comments: New program - from Planning Commission

Community Development

Proj. #: CDXX

Acct. #:

Type:

Detailed Workplan

Required: No

___ Against Study

75+

Actual:

X

Comments:	New program - from Planning Commission
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PROJECT DESCRIPTION

Community Development

Project: Cut/Fill Standards

Source: Planning Commission

Lead: deMelo

Team: Planning, City Attorney

Contractor(s): TBD

Description: Study and propose revisions to the zoning regulations regarding cut/fill standards

Proj. #: CDXX

Acct. #:

Type:

Detailed Workplan

Required: No

Staff Recommendation:

☐ For Priority Consideration

☒ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

125+

Milestones:

M01	<u>Prepare issue paper</u>
M02	<u>City Council direction on options</u>
M03	<u>Prepare draft Zone Text Amendment language</u>
M04	<u>Planning Commission review and recommendation</u>
M05	<u>City Council review and adoption</u>
M06	<u>City Council second reading</u>
M07	<u>Ordinance effective</u>
M08	<u></u>
M09	<u></u>
M10	<u></u>
M11	<u></u>

City
Council

X

X

Due Date:

Actual:

STATUS:

Comments:

New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Garage Parking Standards/Reqs & Second Unit Parking
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CDXX
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding garage & secondary unit parking

Staff Recommendation:

☐ For Priority Consideration

☒ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

150+

Milestones:

		City Council	Due Date:	Actual:
M01	<u>Prepare issue paper</u>		<u></u>	<u></u>
M02	<u>City Council direction on options</u>	X	<u></u>	<u></u>
M03	<u>Prepare draft Zone Text Amendment language</u>		<u></u>	<u></u>
M04	<u>Planning Commission review and recommendation</u>		<u></u>	<u></u>
M05	<u>City Council review and adoption</u>	X	<u></u>	<u></u>
M06	<u>City Council second reading</u>		<u></u>	<u></u>
M07	<u>Ordinance effective</u>		<u></u>	<u></u>
M08	<u></u>		<u></u>	<u></u>
M09	<u></u>		<u></u>	<u></u>
M10	<u></u>		<u></u>	<u></u>
M11	<u></u>		<u></u>	<u></u>

STATUS:

Comments:

New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Modification of Wireless Communications Facility Findings

Source: Planning Commission

Lead: deMelo

Team: Planning, City Attorney

Contractor(s): TBD

Description: Study and propose revisions to the zoning regulations regarding wireless communications facilities

Proj. #: CDXX

Acct. #:

Type:

Detailed Workplan

Required: No

Staff Recommendation:

- ☐ For Priority Consideration
- ☒ No Recommendation
- ☐ Below the Line
- ☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

125+

Milestones:

M01	<u>Prepare issue paper</u>
M02	<u>City Council direction on options</u>
M03	<u>Prepare draft Zone Text Amendment language</u>
M04	<u>Planning Commission review and recommendation</u>
M05	<u>City Council review and adoption</u>
M06	<u>City Council second reading</u>
M07	<u>Ordinance effective</u>
M08	<u></u>
M09	<u></u>
M10	<u></u>
M11	<u></u>

City
Council

X

X

Due Date:

Actual:

STATUS:

Comments:

New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Park Property Acquisition/Development Along El Camino Real
Source: Planning Commission
Lead: de Melo
Team: Planning, City Attorney, Parks & Rec
Contractor(s): _____

Proj. #: CDXX

Acct. #: _____

Type: _____

Detailed Workplan

Required: No

Description: Assess opportunity to acquire smaller undevelopable lots along El Camino Real for purposes of conversion to parks.

Staff Recommendation:

☐ For Priority Consideration

☒ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

60+

Milestones:

M01	<u>Prepare issue paper</u>
M02	<u>City Council direction on options</u>
M03	<u>PC review/recommendation on program options</u>
M04	<u>City Council review and adoption of acquisition plan</u>

City
Council

Due Date:

Actual:

X

X

STATUS: Below the Line

Comments: New program - from Planning Commission

Community Development

Proj. #: CDXX
Acct. #:
Type:
Detailed Workplan
Required: No

Staff Recommendation:

___ Against Study

150+

M04 City Council review and adoption of improvement plans

Actual:

X

Comments:	New program - from Planning Commission
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PROJECT DESCRIPTION

Community Development

Project: Utility Structures in Public/Private ROW's
Source: Planning Commission
Lead: de Melo
Team: Planning, City Attorney, Parks & Rec, Public Works
Contractor(s): _____

Proj. #: CDXX
Acct. #: _____
Type: _____
Detailed Workplan
Required: No

Description: Establish a Policy on Architectural Design/Enhancements for Utility Structures

Staff Recommendation:

- ☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

150+

Milestones:

M01	<u>Prepare issue paper</u>
M02	<u>City Council direction on options</u>
M03	<u>PC review/recommendation on policies</u>
M04	<u>City Council review and adoption of policies</u>

City
Council

Due Date:	Actual:

STATUS:

Comments: New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Zone Text Amendment - Slope Calculations for Residential Devt.
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CDXX
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding slope calculations for residential development.

Staff Recommendation:

☐ For Priority Consideration

☒ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

125+

Milestones:

M01	Prepare issue paper
M02	City Council direction on options
M03	Prepare draft Zone Text Amendment language
M04	Planning Commission review and recommendation
M05	City Council review and adoption
M06	City Council second reading
M07	Ordinance effective
M08	
M09	
M10	
M11	

City
Council

Due Date:

Actual:

X

X

STATUS: Below the Line

Comments: New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Harbor Industrial Area
Source: Council
Lead: City Manager
Team: Planning, Public Works, Finance
Contractor(s): MHA Associates

Proj. #: CD02
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Work with Council Sub-committee and HIA to develop annexation proposal and prepare & submit LAFCO annexation application

Staff Recommendation:

- ☒ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours 700
 Estimated Staff Hours Remaining as of March 2010 600
 Estimated Contractor costs \$150,000

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	City Council adopts resolution supporting annexation process	X	2/26/2002		2/26/2002
M02	Submit draft annexation proposal to HIA		3/7/2002		3/7/2002
M03	Review and refine annexation proposal		5/31/2002		5/31/2002
M04	Develop annexation approval strategy with HIA		7/12/2002		
M04a	New: Status report to City Council		8/13/2002		8/13/2002
M05	Obtain HIA Board consensus on annexation agreement		9/15/2002		
M06	Prepare implementing programs and ordinances		10/25/2002	ongoing	
M07	City Council adoption of implementing programs and ordinances	X	11/26/2002	TBD	
M08	Prepare LAFCO annexation application		12/27/2002	TBD	
M09	City Council approval of annexation application	X	1/21/2003	TBD	
M10	Submit annexation application to LAFCO		2/1/2003	TBD	
M11	Finalization of fiscal agreements		2/14/2003	TBD	
M12	Environmental Review		2/28/2003	TBD	
M13	City Council hearings on application	X	3/11/2003	TBD	
M14	LAFCO hearings on application		3/31/2003	TBD	
M15	Submittal of final documentation to County and State		4/15/2003	TBD	

STATUS:

On hold awaiting direction from Council on Annexation application. Discussions are commencing with property owners on voluntary annexation plan.

Comments:

PROJECT DESCRIPTION

Community Development

Project: Historic Preservation
Source: Planning Commission
Lead: de Melo
Team: Planning
Contractor(s): Historic preservation consultants

Proj. #: CD14
Acct. #:
Type:
Detailed Workplan Required:

Description: Revise Municipal Code Section (Structures of Historic or Aesthetic Value) and update historic resources inventory

Staff Recommendation:

- ☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Staff Hours Remaining as of March 2010
Estimated Contractor costs

250
225
\$25,000

Milestones:

M01	Prepare Issue paper on historic preservation. Prepare Council study paper.
M02	City Council direction on historic preservation issues
M03	Prepare revised historic preservation ordinance
M04	Prepare updated inventory of potential historic resources
M05	Planning Commission review and recommendation (required)
M06	City Council review and adoption
M07	City Council second reading
M08	Ordinance effective
M09	
M10	
M11	

City Council

Due Date:	Actual:
9/28/2007	9/28/2007
X 10/23/2007	10/23/2007
TBD	
TBD	
TBD	
X 10/12/2010	TBD
X 10/26/2010	TBD
11/25/2010	TBD

STATUS:

Next steps include formulation of task force to review components for amendment & new resources survey. Project Suspended until later date.

Comments:

From Planning Commission - Previously reviewed in 2004. \$40K estimated for consultant to prepare update of historic resources inventory.

PROJECT DESCRIPTION

Community Development

Project: Lot Coverage/Hardscape Limits
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CD17
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding lot coverage, property hardscape standards (including Permeable Driveway Surfaces)

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours 175
 Estimated Staff Hours Remaining as of March 2010 125
 Estimated Contractor costs

Milestones:

		City Council	Due Date:	Actual:
M01	Prepare issue paper		6/1/2009	
M02	City Council direction on options	X	7/14/2009	7/14/2009
M03	Planning Commission feedback & direction		10/20/2009	
M04	Planning Commission review and recommendation		TBD	
M05	City Council review and adoption	X	TBD	
M06	City Council second reading	X	TBD	
M07	Ordinance effective		TBD	
M08				
M09				
M10				
M11				

STATUS:

Suspended program. To also include Permeable Driveway Surfaces

Comments:

AT 7/14/09 MEETING - GOOD FEEDBACK PROVIDED. Commission Provided feedback/direction in February & March 2010. Project Suspended until later date.

PROJECT DESCRIPTION

Community Development

Project: Refinement of San Juan Hills Floor Area Transfer Policies
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CD15
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding floor area transfer policies within the San Juan Hills area of the city.

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Staff Hours Remaining as of March 2010
Estimated Contractor costs

200
150
\$25,000

Milestones:

Milestone	Description
M01	Prepare issue paper
M02	City Council direction on options
M03	Prepare draft Zone Text Amendment language
M04	Planning Commission review and recommendation
M05	City Council review and adoption
M06	City Council second reading
M07	Ordinance effective
M08	
M09	
M10	
M11	

City
Council

Due Date:	Actual:
10/1/2008	
7/14/2009	7/14/2009
TBD	
TBD	
TBD	
TBD	
TBD	

STATUS:

Reviewed and continued at 1/13/09 meeting; Reviewed at 7/14/09 CC meeting - direction given; staff underway with preparation of draft text amendment language. Project Suspended until later date.

Comments:

New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Revision of Zoning Ordinance Definitions

Source: Planning Commission

Lead: de Melo

Team: Planning Staff, Zafferano

Contractor(s): TBD

Description: Review, revise, update and expand Definitions Section (Section 2) of the Belmont Zoning Ordinance.

Staff Recommendation:

Proj. #: CD02

Acct. #:

Type:

Detailed Workplan Required:

Estimated Staff Hours 250

Estimated Staff Hours Remaining as of March 2010 250

Estimated Contractor costs TBD

Milestones:

		City Council	Due Date:	Revised Date	Actual:
M01	Prepare issue paper on definition revisions / additions. Conduct Planning Commission study session.		TBD		
M02	City Council direction on definition revisions	X	TBD		
M03	Prepare draft Zone Text Amendment language		TBD		
M04	Planning Commission review and recommendation		TBD		
M05	City Council review and adoption	X	TBD		
M06	City Council second reading		TBD		
M07	Ordinance effective		TBD		
M08					
M09					
M10					
M11					
M12					
M13					
M14					
M15					

STATUS:

To be commenced upon completion of Residential Design Guidelines. Project Suspended until later date.

Comments:

Now includes "Redefining Building Height" as part of project scope

PROJECT DESCRIPTION

Community Development

Project: Solar Access Ordinance
Source: Planning Commission
Lead: de Melo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CD11
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding solar access. Consulting services may be required, depending on Council direction.

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours 100
Estimated Staff Hours Remaining as of March 2010 100
Estimated Contractor costs TBD

Milestones:

		City Council	Revised	
			Due Date:	Date: Actual:
M01	<u>Prepare issue paper on solar access.</u>		<u>11/17/2006</u>	<u>TBD</u>
M02	<u>City Council direction on solar access options</u>	X	<u>1/9/2007</u>	<u>TBD</u>
M03	<u>Prepare draft General Plan / Zone Text Amendment language</u>		<u>3/30/2007</u>	<u>TBD</u>
M04	<u>Planning Commission review and recommendation</u>		<u>5/15/2007</u>	<u>TBD</u>
M05	<u>City Council review and adoption</u>	X	<u>7/10/2007</u>	<u>TBD</u>
M06	<u>City Council second reading</u>	X	<u>7/24/2007</u>	<u>TBD</u>
M07	<u>Ordinance effective</u>		<u>8/23/2007</u>	<u>TBD</u>
M08	<u></u>		<u></u>	<u></u>
M09	<u></u>		<u></u>	<u></u>
M10	<u></u>		<u></u>	<u></u>
M11	<u></u>		<u></u>	<u></u>

STATUS: Project Suspended until later date.

Comments:

PROJECT DESCRIPTION

Community Development

Project: Construction Debris/Recycling Ordinance
Source: GAC
Lead(s): Nolfi, GAC
Team: Planning, City Attorney
Contractor(s): TBD
Description: Study and propose regulations regarding establishing a Construction Debris/Recycling Ordinance.

Proj. #: CDXX
Acct. #:
Type:
Detailed Workplan
Required: No

Staff Recommendation:

☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

150+

Milestones:

Milestone	Description
M01	Prepare issue paper
M02	City Council direction on options
M03	Prepare draft Zone Text Amendment language
M04	Planning Commission review and recommendation
M05	City Council review and adoption
M06	City Council second reading
M07	Ordinance effective
M08	
M09	
M10	
M11	

City
Council

X

X

Due Date:	Actual:

STATUS:

Comments: New program - from GAC

PROJECT DESCRIPTION

Community Development

Project: Large Family Day Care Regulations

Source: City Council

Lead: deMelo

Team: Planning, City Attorney

Contractor(s): TBD

Description: Study and propose zoning regulations establishing Large Family Day Care standards for Residential Zoning Districts

Proj. #: CDXX

Acct. #:

Type:

Detailed Workplan

Required: No

Staff Recommendation:

☐ For Priority Consideration

☐ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours

Estimated Contractor costs

100+

Milestones:

M01	<u>Prepare issue paper</u>
M02	<u>City Council direction on options</u>
M03	<u>Prepare draft Zone Text Amendment language</u>
M04	<u>Planning Commission review and recommendation</u>
M05	<u>City Council review and adoption</u>
M06	<u>City Council second reading</u>
M07	<u>Ordinance effective</u>
M08	<u></u>
M09	<u></u>
M10	<u></u>
M11	<u></u>

City Council

X

X

Due Date:

Actual:

STATUS:

Comments:

New program - from City Council

PROJECT DESCRIPTION

Community Development

Project: Outdoor Water Conservation/Retention Ordinance
Source: GAC
Lead: de Melo, GAC
Team: Planning, Public Works, City Attorney
Contractor(s): TBD

Proj. #: CDXX
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose regulations regarding Outdoor Water Conservation & On-Site Retention.

Staff Recommendation:

☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

175+

Milestones:

M01	Prepare issue paper
M02	City Council direction on options
M03	Prepare draft Zone Text Amendment language
M04	Planning Commission review and recommendation
M05	City Council review and adoption
M06	City Council second reading
M07	Ordinance effective
M08	
M09	
M10	
M11	

City
Council

Due Date:

Actual:

X

X

STATUS:

Comments:

New program - from GAC

PROJECT DESCRIPTION

Community Development

Project: Plastic/Single-Use Bag Ban Ordinance
Source: GAC
Lead(s): de Melo, GAC
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CDXX

Acct. #:

Type:

Detailed Workplan

Required: No

Description: Study and propose regulations regarding establishing a Plastic & Single-Use Paper Bag Ban Ordinance.

Staff Recommendation:

☐ For Priority Consideration

☐ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

200+

Milestones:

M01	Prepare issue paper
M02	City Council direction on options
M03	Prepare draft Zone Text Amendment language
M04	Planning Commission review and recommendation
M05	City Council review and adoption
M06	City Council second reading
M07	Ordinance effective
M08	
M09	
M10	
M11	

City
Council

Due Date:

Actual:

X

X

STATUS:

Comments:

New program - from GAC

PROJECT DESCRIPTION

Community Development

Project: Storm & Surface Water Drainage Regulations
Source: Staff
Lead: deMelo
Team: Planning, Public Works, City Attorney
Contractor(s): TBD

Proj. #: CDXX
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose regulations regarding Storm and Surface Water Drainage

Staff Recommendation:

☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

100+

Milestones:

M01 Prepare issue paper
M02 City Council direction on options
M03 Prepare draft Zone Text Amendment language
M04 Planning Commission review and recommendation
M05 City Council review and adoption
M06 City Council second reading
M07 Ordinance effective
M08
M09
M10
M11

City
Council

X

X

Due Date:

Actual:

STATUS:

Comments:

New program - from Staff

PROJECT DESCRIPTION

Community Development

Project: Sustainability Objectives
Source: GAC
Lead(s): de Melo, GAC
Team: Planning, Public Works, City Attorney
Contractor(s): TBD

Proj. #: CDXX

Acct. #:

Type:

Detailed Workplan

Required: No

Description: Study and propose Sustainability Objectives for the Updated Conservation Element of General Plan.

Staff Recommendation:

☐ For Priority Consideration

☐ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

300+

Milestones:

M01	Prepare issue paper
M02	City Council direction on options
M03	Prepare draft General Plan Update Sections
M04	Planning Commission review and recommendation
M05	City Council review and adoption
M06	City Council second reading
M07	General Plan Element effective
M08	
M09	
M10	
M11	

City
Council

Due Date:

Actual:

STATUS:

Comments:

New program - from GAC

PROJECT DESCRIPTION

Project: Community Artway-Landmark Signage and Landcaping Project

Source: PC

Lead: Fil

Team: Finance Director, Parks and Rec Director

Contractor(s): PG&E

Description: Installation of Monument Signing at the entrance to the City on eastbound Ralston Avenue east of Christian Drive and on northbound Alameda north of Cranfield Avenue.

Proj. #: FN04

Acct. #:

Type:

Detailed Workplan Required:

Staff Recommendation:

☐ For Priority Consideration

☐ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours	250
Estimated Staff Hours Remaining as of March 2010	200
Estimated Contractor costs	\$125,000K

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Discussion and Direction on Establishing Artway Task Force	X	4/30/2008	5/12/2009	5/12/2009
M02	Establishing Artway Task Force		6/30/2009		
M03	Establishing Capital Improvement Projects and Timelines		5/30/2008	TBD	
M04	Design Monument Signs		9/30/2008	TBD	
M05	Establish Artway Steering Committee		10/31/2009	TBD	
M06	Planning Commission review of Monument Signs		10/30/2008	TBD	
M07	Redesign of Monument Signs		12/20/2008	TBD	
M08	Planning Commission review and approval of Monument Signs		1/30/2009	TBD	
M09	Prepare Construction Documents		3/30/2009	TBD	
M10	Go out to bid with CIP		4/30/2009	TBD	
M11	Begin Construction		5/30/2009	TBD	
M12	Construction Completed		10/30/2009	TBD	
M13					

STATUS:

To Council in May 2009 for Discussion and Direction. Project Suspended.

Comments:

FINANCE COMMISSION PROJECT SCOPE FORM

Project: Propose FY12 Budget Review Calendar

Proj. #: FNXX

Source: Finance Commission

Acct. #:

Lead: Chair Montgomery & Commissioner Barrons

Type:

Team:

Detailed Workplan

Description: Propose alternative FY12 Budget Review Calendar that allows for more time for the Commission to review prior to recommending for adoption

Staff Recommendation:

☐ For Priority Consideration

☐ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

40

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Meet with Finance staff to review schedule and needs of Finance Comm.				1/4/2011
M02	Staff revise budget calendar				1/15/2011
M03	Finance review/revise schedule and recommend to City Council	X	2/2/2011		
M04	City Council adopt new FY12 Budget calendar	X	2/22/2011		
M05					
M06					
M07					
M08					
M09					
M10					
M11					

STATUS:

Comments:

FINANCE COMMISSION PROJECT SCOPE FORM

Project: Evaluate Impact of High Speed Rail

Source: Finance Commission

Lead: Commissioner Barrons & Commissioner Brooks

Team: _____

Description: Evaluate the long-term economic ramifications of the High Speed Rail on the City

Proj. #: _____

Acct. #: _____

Type: _____

Detailed Workplan

Staff Recommendation:

☐ For Priority Consideration

☐ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

40
\$0K

Milestones:

City Council

Due Date:

Revised Date:

Actual:

M01	Meet with staff to define study area [ECR to OCR] and study outline			#####
M02	Staff assemble table of City income sources from study area	2/1/2011		
M03	Report income categories to Finance Commission	2/2/2011		
M04	On City income from affected parcels of land: Report to Finance Commission	Unknown		
M05				
M06				
M07				
M08				
M09				
M10				
M11				

STATUS:

Comments:

PROJECT DESCRIPTION

Public Works Department

Project: Creek Restoration

Source: PC

Lead: Borrmann

Team: Mittelstadt

Contractor(s): Hyrdologist / Stream Ecologist

Proj. #: PWXX

Acct. #:

Type:

Detailed Workplan

Required:

Description: Develop program for restoration of city creeks. Identify City's current commitments for creek maintenance along Belmont, Carmont, Notre Dame, and East Laurel Creeks. Evaluate legal status of drainage easements in creek granted to city.

Staff Recommendation:

☐ For Priority Consideration

☐ No Recommendation

☒ Below the Line

☐ Against Study

Estimated Staff Hours

250

Estimated Staff Hours Remaining as of March 2010

200

Estimated Contractor costs

300,000

Milestones:

City Council

Due Date:

Actual:

M01	Discussion and Direction on Creek Restoration Program	X	10/30/2008	11/12/2008
M02	Develop Plan for Creek Restoration Program		TBD	
M03	Develop restoration Priorities / Criteria		TBD	
M04	Establish Restoration Program		TBD	
M05	Establish Community Outreach for Adjacent Land Owners		TBD	
M06	Establish Schedule and Budget for Restoration Program		TBD	
M07	City Council approves Creek Restoration Program and Budget	X	TBD	
M08	Conduct Community Outreach to Adjacent Land Owners		TBD	
M09				
M10				
M11				

STATUS:

Project Suspended until a later date.

Comments:

Public Information being provided at Permit Center and through NPDES program

PROJECT DESCRIPTION

Public Works Department

Project: Ralston Avenue Street Lighting
Source: PC
Lead: Borrmann
Team: Engineering
Contractor(s):

Proj. #: PW05
Acct. #:
Type:
Detailed Workplan Required:

Description: Develop program for review & replacement of Ralston Avenue Street Lighting

Estimated Staff Hours

100

Estimated Staff Hours Remaining as of March 2010

100

Estimated Contractor costs

Milestones:

M01	<u>Inventory and evaluation of existing lighting on Ralston</u>
M02	<u>Establish Ralston Street Light Advisory Committee</u>
M03	<u>Evaluate street lighting alternatives with Target Site</u>
M04	<u>Community outreach</u>
M05	<u>Select alternatives for Council Consideration</u>
M06	<u>Develop Implementation Schedule and Budget</u>
M07	<u>Select Decorative Streetlight for Target Site</u>
M08	<u>Project Complete</u>

City
Council

Due Date: **Actual:**

TBD

TBD

TBD

TBD

X

TBD

TBD

TBD

STATUS:

Ralston pending target site moving forward, Project Suspended until a later date.

Comments:

ARRA Energy efficiency grant for LED fixture approved. May consider for use on Ralston Avenue, but will only pay for fixtures so funding for pole replacement would need to be found

PROJECT DESCRIPTION

Public Works

Project: Share the Roads Policies
Source: Council
Lead: Public Works Director
Team: Public Works
Contractor(s):

Proj. #: PWXX
Acct. #:
Type:
Detailed Workplan
Required:

Description: Research & develop "Share the Roads" policies to facilitate all modes of travel along City Street system

Staff Recommendation:

- ☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours 300+
Estimated Staff Hours Remaining as of March 2010
Estimated Contractor costs 15K

Milestones:		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Discuss and Direction from City Council</u>	X	<u>TBD</u>		
M02	<u>Inventory Streets</u>		<u>TBD</u>		
M03	<u>Develop Draft Guidelines</u>		<u>TBD</u>		
M04	<u>Identify potential street system improvements</u>		<u>TBD</u>		
M05	<u>Commission Input on Draft Street Improvements</u>		<u>TBD</u>		
M06	<u>Refine Street System Modifications, Present to Council</u>	X	<u>TBD</u>		
M07	<u>CC Presentation of Final Plan and Approval</u>	X	<u>TBD</u>		
M08	<u>Implement Street Improvements</u>		<u>TBD</u>		
	<u></u>		<u></u>		
	<u></u>		<u></u>		
	<u></u>		<u></u>		
	<u></u>		<u></u>		

STATUS: New Project From Council

Comments:

PROJECT DESCRIPTION

PARKS AND RECREATION

Project: Non-Profit Belmont Parks Foundation

Source: Parks and Recreation Commission

Lead: P&R Commission

Team: _____

Contractor(s): Foundation Consultant

Description: Create a non-profit Belmont Parks Foundation to fundraise and advocate for Parks improvements.

Proj. #: _____

Acct. #: _____

Type: _____

Detailed Workplan

Required: _____

Staff Recommendation:

- ☐ For Priority Consideration
- ☐ No Recommendation
- ☐ Below the Line
- ☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

400

TBD

		City Council	Due Date:	Revised Date:	Actual:
Milestones:					
M01	<u>Research City w/ Existing Foundations</u>		TBD		
M02	<u>Identify Park Improvements</u>		TBD		
M03	<u>Discuss/Direction From Commission and Council</u>		TBD		
M04	<u>Select a Consultant to Develop Guidelines and Structure</u>		TBD		
M05	<u>Appoint Members of the Community to Serve on Foundation</u>		TBD		
M06	<u>Put in Budget</u>		TBD		
M07	_____				
M08	_____				
M09	_____				
M10	_____				
M11					

STATUS: On hold pending community action.

Comments:

PROJECT DESCRIPTION

Public Works

Project:	<u>Paper Trails</u>	Proj. #:	<u>PW03</u>
Source:	<u>Council</u>	Acct. #:	<u></u>
Lead:	<u>P&R Director</u>	Type:	<u></u>
Team:	<u>Public Works, Parks and Recreation</u>	Detailed Workplan	
Contractor(s):	<u></u>	Required:	<u></u>

Description: Identify paper streets and trails and determine which ones could be developed into a public trail system

Staff Recommendation:

☐ For Priority Consideration
☐ No Recommendation
☒ Below the Line
☐ Against Study

Estimated Staff Hours	<u>100</u>
Estimated Staff Hours Remaining as of March 2010	<u>100</u>
Estimated Contractor costs	<u>\$10,000K</u>

Milestones:		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Inventory Paper Streets and Trails</u>		<u>2/11/2005</u>		<u>1/20/2005</u>
M02	<u>Determine current legal status of paper streets and trails</u>		<u>3/31/2005</u>		<u>3/31/2005</u>
M03	<u>Discuss and Direction from City Council</u>	X	<u>4/26/2005</u>		<u>4/26/2005</u>
M04	<u>Identify potential public trail system</u>		<u>3/30/2006</u>	<u>4/30/2007</u>	<u>7/11/2006</u>
M05	<u>Parks and Rec Presentation on Public Trail System</u>		<u>4/30/2006</u>	<u>6/30/2007</u>	<u>4/3/2008</u>
M06	<u>Develop procedures for property acceptance w/City Attorney</u>	X	<u>TBD</u>	<u>TBD</u>	
M07	<u>Refine Trail system locations, Present to Council</u>		<u>TBD</u>	<u>TBD</u>	
M08	<u>Prepare Draft Trail Plan Details for Volunteers</u>		<u>TBD</u>	<u>TBD</u>	
M09	<u>CC Presentation of Plan and Direction</u>	X	<u>TBD</u>	<u>TBD</u>	
M10	<u>Prepare Final Trail Plan</u>		<u>TBD</u>	<u>TBD</u>	
M11	<u></u>		<u></u>	<u></u>	

STATUS: City received a \$5,000 grant from the County to develop two of the trails. This is proposed for 2011.

Comments: Final locations recommended by Parks and Recreation Commission excluded consideration of approximately 20 locations where there is no record of an easement being dedicated to the City, but where the ownership is unknown. Professional title research would be needed, that is not budgeted, to

PROJECT DESCRIPTION

Parks Recreation

Project: Update Parks, Recreation, & Open Space Master Plan
Source: P & R Commission
Lead: Parks and Recreation Director
Team: Goals and Strategic Planning Committee
Contractor(s): Landscape Architect / Planner

Proj. #: PR01
Acct. #:
Type:
Detailed Workplan
Required:

Description:

Update of the 1992 Parks & Open Space Master Plan. The Master Plan is a valuable document that provides guidance to the Council, Commission and staff for the development and maintenance and operation of the City's parks, recreation programs, and open space system. The project, in general, would include updating the inventory of the parks system, analysis of current demands/trends, identifying completed projects and updating of the action plan.

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	500
Estimated Staff Hours Remaining as of March 2010	500
Estimated Contractor costs	\$250,000

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Community Outreach - neighborhood meetings		7/1/2008	3/1/2012	
M02	Parks and Rec Commission input		12/1/2008	4/1/2012	
	Discussion and Direction from City Council	X	2/1/2009	5/1/2012	
M03	Consultant selected		4/1/2009	7/1/2012	
M04	Community Workshops		7/1/2009	9/1/2012	
M05	P & R Commission Meeting #1		12/1/2009	10/1/2012	
M06	Develop Draft Plan		3/1/2010	3/1/2013	
M07	P & R Commission Meeting #2		5/1/2010	4/1/2013	
M08	Planning Commission Meeting		7/1/2010	6/1/2013	
M09	City Council Adoption	X	9/1/2010	8/1/2013	
M10					

STATUS:

Staff does not have capacity or funding to start this major planning project until after the completion of Davey Glen and Semeria Parks.

PROJECT DESCRIPTION

Project: Barrett Community Center Planning
Source: P&R Commission
Lead: P&R Director
Team:
Contractor(s): Will be needed

Proj. #:
Acct. #:
Type:
Detailed Workplan
Required:

Description: This project calls for planning the future use of the Barrett Community Center. This item was separated out from the Parks, Recreation, and Open Space Master Plan Priority Calendar Project.

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours 400
Estimated Contractor costs \$150,000K

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	P&R Commission Ranking		2/2/2011		
M02	City Council Ranking		2/8/2011		
M03	TBD				
M04					
M05					
M06					
M07					
M08					
M09					
M10					
M11					

STATUS:

Commission and the City Council, City staff will determine next steps. Either dropping the project or bringing back to the P&R Commission for further consideration.

Comments:

PROJECT DESCRIPTION

Project: Bocce Ball Court in Twin Pines Park

Source: P&R Commission and P&R Staff

Lead: Parks and Recreation Director

Team: Parks Manager

Contractor(s): Not at this point

Proj. #: _____

Acct. #: _____

Type: _____

Detailed Workplan

Required: _____

Description: Construct a bocce ball court and associated amenities in Twin Pines Park with a focus on creating active recreational opportunities for the senior population

Staff Recommendation:

☒ For Priority Consideration

☐ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours

Estimated Contractor costs

120

\$30,000K

Milestones:

M01	P&R Commission Ranking
M02	City Council Ranking
M03	TBD
M04	
M05	
M06	
M07	
M08	
M09	
M10	
M11	

City Council

Due Date: **Revised Date:** **Actual:**

2/2/2011		
2/8/2011		

STATUS:

Depending upon the ranking of both the P&R Commission and the City Council, City staff will determine next steps. Either dropping the project or bringing back to the P&R Commission for further consideration.

Comments:

PROJECT DESCRIPTION

Project: Address City Holiday Tree

Source: P&R Commission

Lead: P&R Director

Team:

Contractor(s):

Proj. #:

Acct. #:

Type:

Detailed Workplan

Required:

Description: This project calls for determining the fate of the City Holiday Tree in Twin Pines Park. Cost would be based on the outcome of the discussions.

Staff Recommendation:

☐ For Priority Consideration

☒ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours

Estimated Contractor costs

40

TBD

Milestones:

City Council

Due Date:

Revised Date:

Actual:

M01	P&R Commission Ranking	2/2/2011		
M02	City Council Ranking	2/8/2011		
M03	TBD			
M04				
M05				
M06				
M07				
M08				
M09				
M10				
M11				

STATUS:

Depending upon the ranking of both the P&R Commission and the City Council, City staff will determine next steps. Either dropping the project or bringing back to the P&R Commission for further consideration.

Comments:

PROJECT DESCRIPTION

Project: Barrett Off Leash Dog Project

Source: City Council

Lead: Parks and Recreation Director

Team: George Brunson, Don Mattei,

Contractor(s): N/A

Proj. #: _____

Acct. #: _____

Type: _____

Detailed Workplan Required: _____

Description: Consider allowing off leash dog use at the Barrett Community Center.

Staff Recommendation:

☐ For Priority Consideration

☒ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours

Estimated Contractor costs

300

TBD

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Parks and Recreation Commission Consideration		1/5/2011		1/5/2011
M02	P&R Commission Ranking		2/2/2011		
M03	City Council Ranking	X	2/8/2011		
M04	TBD				
M05					
M06					
M07					
M08					
M09					
M10					
M11					

STATUS:

Depending upon the ranking of both the P&R Commission and the City Council, City staff will determine next steps. Either dropping the project or bringing back to the P&R Commission for further consideration.

Comments:

PROJECT DESCRIPTION

Project: Playground Improvements

Source: P&R Staff

Lead: P&R Director

Team: Parks Manager,

Contractor(s): Playground Equipment Supplier

Proj. #: _____

Acct. #: _____

Type: _____

Detailed Workplan

Required: _____

Description: This project involves playground improvements to O'Donnell Park and at the Barrett Community Center including modest improvements to the playground structures and surfacing. The playgrounds are outdated and require improvements to meet current standards.

Staff Recommendation:

☒ X For Priority Consideration

☐ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

80
\$30,000K

Milestones:

City Council

Due Date: **Revised Date:** **Actual:**

M01	<u>P&R Commission Ranking</u>
M02	<u>City Council Ranking</u>
M03	<u>TBD</u>
M04	<u> </u>
M05	<u> </u>
M06	<u> </u>
M07	<u> </u>
M08	<u> </u>
M09	<u> </u>
M10	<u> </u>
M11	<u> </u>

<u>2/2/2011</u>	<u> </u>	<u> </u>
<u>2/8/2011</u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
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STATUS:

Depending upon the ranking of both the P&R Commission and the City Council, City staff will determine next steps. Either dropping the project or bringing back to the P&R Commission for further consideration.

Comments:

PROJECT DESCRIPTION

Project: Replace the Bathroom in Alexander Park
Source: P&R Staff
Lead: P&R Director
Team: Parks Manager
Contractor(s): Will be required for installation

Proj. #: _____
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description: The bathroom at Alexander Park is in poor condition and is an unpleasant experience for visitors. The project includes replacing the existing bathroom with a modern pre-fabricated restroom.

Staff Recommendation:

☒ X_ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

100
\$30,000K

Milestones:

Milestone	City Council	Due Date	Revised Date	Actual
M01	P&R Commission Ranking	2/2/2011		
M02	City Council Ranking	2/8/2011		
M03	TBD			
M04				
M05				
M06				
M07				
M08				
M09				
M10				
M11				

City Council

Due Date: **Revised Date:** **Actual:**

STATUS:

Depending upon the ranking of both the P&R Commission and the City Council, City staff will determine next steps. Either dropping the project or bringing back to the P&R Commission for further consideration.

Comments:

PROJECT DESCRIPTION

Project: San Juan Canyon Open Space Planning
Source: P&R Commission
Lead: P&R Director
Team: _____
Contractor(s): Will be needed

Proj. #: _____
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description: This project calls for planning the future use of the San Juan Canyon.

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

300
\$100,000K

Milestones:

M01	<u>P&R Commission Ranking</u>
M02	<u>City Council Ranking</u>
M03	<u>TBD</u>
M04	_____
M05	_____
M06	_____
M07	_____
M08	_____
M09	_____
M10	_____
M11	_____

City Council

Due Date: **Revised Date:** **Actual:**

<u>2/2/2011</u>
<u>2/8/2011</u>

STATUS:

Depending upon the ranking of both the P&R Commission and the City Council, City staff will determine next steps. Either dropping the project or bringing back to the P&R Commission for further consideration.

Comments: